



## UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF FLORIDA

### **Notice of Issuance of New Guidelines for Preparing, Submitting and Serving Orders Effective October 17, 2005**

In conjunction with Administrative Order 05-2 In re: Implementation of Case Management/Electronic Case Files (CM/ECF), the court has issued new Guidelines for Preparing, Submitting and Serving Orders (CG-5 rev. 10/05). The new Guidelines are available on the court's website, [www.flsb.uscourts.gov](http://www.flsb.uscourts.gov) under Local Rules and Forms.

**Please Note:** The E-Orders Program referred to in Part One of the "Guidelines" will not be effective until November 1, 2005, and will only apply to registered users of the CM/ECF system. All non-registered users will continue to submit proposed orders conventionally in accordance with these Guidelines until such time as they become registered users of the CM/ECF System. However, all proposed orders shall comply with the new formatting requirements contained in Part Two of the Guidelines.

Entered orders will be served via the Bankruptcy Noticing Center (BNC) on the designated serving party unless the order specifically directs the clerk to serve the order on all parties. If a party wishes to have a conformed copy of an order returned via U.S. Mail instead of receiving it via the BNC, the party must provide the court with a self-addressed, stamped envelope(s).